

Class Tests and Exams in Grades 5 to 12

As approved by the All Faculty Conference of September 30, 2019

I. General Performance Assessment Guidelines

1. Class Tests in Mathematics, German, English, French, Spanish and Latin

Class tests in grades 5 to 9 shall not exceed the duration of two teaching periods; in grades 9 and 10 they shall not exceed the duration of two teaching periods,

- b) The required number of class tests per subject and school year should be equally dispersed over the course of two semesters.
- c) All class tests and exams will have to be entered in the exam plan.
- d) No more than three (3) class tests/exams may be scheduled per week and no more than one (1) per day. For tests that individual students have to make up because they missed the originally scheduled test, this rule does not apply.
- e) Students will have to be notified at least one (1) week prior to a scheduled class tests and/or exam.

4. Quizzes

- a) Teachers may administer quizzes with exercises or questions that cover the content of the previous lesson or basic subject knowledge. The duration of a quiz shall not exceed 30 minutes. Quizzes are unannounced and are counted towards the report mark as part of the „Other Tests“ category.
- b) There should be no quizzes on days on which a class test or exam is scheduled.

5. Corrections and Grades

- a) In Grades 5 to 9, all tests should be corrected, graded and talked over with the students. For tests in Grades 10 to 12 this may be done within a 3-week timeframe, with the exception of the subjects of German and English to which a 4-week timeframe applies for grading a test. No tests or exams can be administered unless the previous test has already been handed out and talked over with the students.
- b) The appearance of any written exam has to be neat and orderly as the appearance in part enters into the calculation of the grade. If the appearance of a paper or exam negatively affects the grade, the teacher will have to note this on the paper or exam itself.
- c) Any exams will have to be submitted to the Head of School for approval, 139 (alc)-1m gradio ar9 (h)133 (e)7.8 (ap)2.3

f) If a student misses an exam without a valid reason being given or refuses to participate in a proficiency assessment, the teacher will give the student a grading of „ungenügend“ or 0 points.

g) Among students with identical learning objectives, there may be students who have difficulties demonstrating their proficiency in certain subjects due to a disability or an impairment that renders reading or writing difficult for them. These students may be granted special accommodations, such as additional time for completing assignments or technical or didactic tools.

Accommodations granted due to an impairment of a student's ability to read and write can be granted after he or she has demonstrated several years of prior treatment and/or coaching. Additionally, it has to be evident that the aids and accommodations are actually suitable to manage the impairment for the student's remaining educational path. Regardless of accommodations being granted, the educational requirements remain unchanged.


II. Basic guidelines of performance assessments

Observation, assessment and grading of performance records are pedagogical tools that serve to offer affirmation, encouragement, correction and the opportunity for self-assessment to students. Every student's individual learning progress should be taken into account.

Performance is mainly assessed by rating the degree to which proficiency

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| ausreichend | (4) The student's performance shows certain deficiencies, but still meets the basic educational requirements as a whole*. |
| mangelhaft | (5) The student's performance does not meet the educational requirements*. However, basic knowledge is evident and deficiencies are likely to be remedied in the foreseeable future. |

* taught in only one of two semesters

	Grade8 <u>Weighting</u> Number of Exams	Grade9 <u>Weighting</u> Number of Exams	Grade10*** * <u>Weighting</u> Number of Exams
German	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4***
English (1st foreign language)	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class part.</u> <u>& other</u> 4***
Mathematics	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4***
French/Spanish (2nd foreign language)	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4
Latin	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4	<u>50% wr. – 50% class</u> <u>part. & other</u> 4
Natural Science	<u>40% wr. – 60% class part.</u> <u>& other</u> 2	<u>40% wr. - 60% class</u> <u>part. & other</u> 2	<u>50% wr. - 50% class part.</u> <u>& other</u> 4
Chemistry	<u>40% wr. – 60% class part.</u> <u>& other</u> 2	<u>40% wr. - 60% class part</u> <u>& other.</u> 1*	<u>50% wr. - 50% class part.</u> <u>& other</u> 4
Biology	<u>30% wr. – 70% class</u> <u>part. & other</u> 1*	<u>30% wr. – 70% class</u> <u>part. & other</u> 2	<u>50% wr. – 50% class</u> <u>part. & other</u> 4
Physics	<u>30% class part. – 70%</u> <u>other</u> none	<u>30% class part. – 70%</u> <u>other</u> none	----
Computer Science	<u>30% wr. – 70% class</u> <u>part. & other</u> 2		----
Geography	<u>30% wr. – 70% class</u> <u>part. & other</u> 2	<u>30% wr. – 70% class</u> <u>part. & other</u> 2	<u>50% wr. - 50% class part.</u> <u>& other</u> 2
History	----	30% wr	

Social Studies	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2
Religion/Ethics	<u>Hands-on projects</u> none	<u>30% wr. – 70% project work</u> 1*	<u>50% wr. – 50% project work</u> 1**
Art	<u>30% wr. – 70% class part. & other</u> 1*	<u>30% wr. – 70% class part. & other</u> 1*	<u>30% wr. – 70% class part. & other</u> 2

* taught in only one of two semesters

** Art: one written exam and one art project per school year

*** In these subjects “Zentrale Klassenarbeiten” (Centralized Class Exams) are administered. They will have to be weighted according to the exam regulations at the end of the school year as follows: All performance records throughout the year enter into the calculation of the non-decimal subject grade which counts as two thirds of the final mark. The result of the Centralized Class Exams count as the remaining third of the final mark.

**** Students of Realschulen take written and oral exams. According to the exam regulations, the final marks of the students' exam subjects are determined by calculating the average grade based on the school year's class performance and the exam grade. If there is a difference in grade, the median value is used. If the median value is not a whole number, it will be rounded to a whole number with the exam grade weighing more. For a subject in which written and oral exams take place, an exam grade has to be established first by weighting the results of the written and oral exams at equal parts. If there is a difference in grade, the median value is used. If the median value is not a whole number, it will be rounded to a whole number, with the oral exam grade weighing more (Source: Ordnung für den Abschluss der Sekundarstufe I an Deutschen Schulen im Ausland. As decided by Kultusministerkonferenz / Assembly of Ministers of Education of the German states on March 16, 2017)

For the qualification phase, the regulations regarding the number of exams and

- x In subjects that are taught at the advance placement level, two exams will be administered per semester.
- x During the first semester in 12th Grade, one exam will be administered under Abitur testing conditions in each written examination subject.
- x An exam will be administered in all subjects during the semester of the Abitur examination.
- x During the first two years of the qualification phase, one exam per subject can be substituted with a